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OCD MICROFILM PROGRAM

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1. Status of O & M proposal:

- a. Concurrences from AD/CD and Assistant to DDI, Administration.
- b. Information copies with Comptroller and Special Assistant to LDA.
- c. General Services withholding concurrence pending receipt of additional information requested from O & M.

2. Status of current operation:

- a. Microfilming in OCD of all single-copy documents and enclosures since 1951 (10% of total receipts). Film processed in [] inspected by OCD after documents routed.
- b. About 10% of requests for documents can not be filled within required time limit.
- c. Appalling space situation.
- d. Equipment: - 2 microfilm cameras, 1 splicer, 3 processors, 3 mounts, 4 film-sort inspectors, 10 viewers, 1 dryer, 1 densitometer, 2 microfilm storage cabinets.
- e. Personnel: 1 microphotographer, 1 printer-processor, 1 trainee.

3. What the proposed system will achieve by FY 1956:

- a. Immediate film inspection.
- b. Immediate customer service on entire collection.
- c. Eliminate tracing of documents and repeat borrowings from other agencies.
- d. About 90% economy in space and filing equipment.
- e. Better utilization and conservation of personnel.
- f. Will permit reduction in size of researchers' files.
- g. Will expedite chain routing of documents.

4. Equipment to be purchased in FY54:

- 1 camera
- 1 microtronics film printer
- 2 photostat printer processors
- 12 tub files

5. Personnel:

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Close of 1953
(End of volume)

1. Period of growth & change continue (coincides with) initial Andrews departure
2. Then a period of Community involvement under Perel
3. Then period of consolidation (emphasis on reduction) under Vance, culminating in Smith's drastic reorg in 1967. = ORS